*Anna L. Wheeler*

(541)234-4595: *Home*  *[alw8484@gmail.com](mailto:alw8484@gmail.com)*

(541)360-9321: *Cell*

*Education*

* California Lutheran University: (2 1/2 years)
* California State Fullerton: 1 semester
* Los Angeles College of Chiropractic

Chiropractic Assistance Program: graduated.

*Health Care Work Experience*

* CARE- GIVING: New Horizons in Home Care, also (Privately)

(541)752-9059

duties: working directly with patients: bathing, dressing, feeding,

transfering patients into wheel chairs, assisting patients toileting,

assisting changing Catheter bags, shopping, cleaning rooms, cooking,

taking patients to Dr. Visits, companionship, documenting patients

Well-being for family, and nurses, filling out paper work for

insurance billing, taking blood pressure readings, weight,

medication assistance, and glucose readings, office work, filing,

computer work, making books for the patients, care-givers, and nurses

explaining what the care-giving routine was for each patient, and

Orientation for new hired care-givers.

* CHIROPRACTIC ASSISTANT: for Dr. Richard L. Wheeler, D.C.

(541)829-1156

duties: Greeting patients, answering phone, booking appointments, patient files,verifying insurance coverage, cashiering for payments, accounts receivable, billing.

* CHIROPRACTIC ASSISTANT: for Dr. Ronald Saltman, D.C.

(818)508-6188

duties: Greeting patients, answering phone, booking appointments,

patient files, verifying insurance coverage, cashiering for payments,

accounts receivable, physical therapy modalities: ultra-sound, ice

and applying topical analgesics.

* CHILD- CARE: (Summer time day-care self-employed)

Duties: supervising and caring for my 5 children and 2 other

children. Diapering, feeding, bathing, dressing, reading to them,

taking them to the park to play, and doing crafts with them.

*Work Experience in Customer Service*

* Restaurants: Dairy Queen, McDonalds, and Bob’ Big Boy

duties: taking orders, cashiering, serving, waitressing, cooking,

and cleaning.

* California Lutheran University:

duties: selling tickets, for the Football games, answering phone,

reserving seating for Ochestral and Choir performances.

* Retail: The Home Front: duties: cashiering, stocking merchandise, bagging, and customer service.

*Other Knowledge and Skills*

* Ability to work well with patients and Dr.s and other staff.
* Ability to multitask, answering phones, direct calls.
* Excellent customer Service skills.
* Computer: word processing.
* Cashiering, accounts receivable.
* Ability to learn new skills, and help with training others.

*Personal References:*

* Sandra Waldron (541)220-5175, (541)812-0727
* Elizabeth Gaily (541)368-8545
* Suzy Gibson 1(360)521-5943

*Interests:*

* *Dance, singing, chrocet, knitting, making jewelry, reading, playing Chess, hiking, and camping.*